

DIRECTOR OF ADVANCEMENT

"The Director of Advancement is a key partner to me and our amazing Board of Trustees, inspiring deeper connection and commitment from a diverse group of supporters who care deeply about this community."

- **ALEXIS WRIGHT**, Head of School

NEW CITY SCHOOL SEEKS A THOUGHTFUL, DYNAMIC PHILANTHROPIC LEADER

to guide our school community through exciting years of growth and development ahead! We are a leading independent school for children ages three through grade six with a commitment to academic excellence, unique personal intelligences, diversity beyond the numbers, and joyful learning.

THE DIRECTOR OF ADVANCEMENT will deepen a culture of joyful giving and appreciation across many diverse constituencies. Leading a team of two, reporting to the Head of School, working closely with the Board of Trustees, and serving as a member of the Senior Administrative Team, this position oversees a comprehensive fundraising program including the annual fund, special events, major gifts, campaigns, and alumni relations. A collaborative nature and sincere appreciation for people is essential to success.

The position works closely with the Head of School, Board, Parent Organization, faculty, staff, alumni, and other internal and external partners, to guide and motivate their fundraising success. Further collaboration happens with admissions and communications colleagues to advance a shared goal, enhancing the school's visibility, reputation, and culture.



MISSION

New City School inspires children to engage joyfully in learning and achieve academic excellence while cultivating their personal strengths and passions. We empower our students to build community and advocate for a more just and equitable world.



LOOKING FOR SOMEONE WITH...

- Passion for community building, equity, and joy
- A commitment to fundraising practice that honors and respects diverse cultures and values
- Proven fundraising success in cultivating and soliciting gifts
- Excellent verbal and written communication skills
- An ability to lead research and strategy to identify and engage potential new individual, corporation, and foundation supporters
- An ability to manage and inspire volunteers, donors and staff partners from broad backgrounds
- Familiarity with donor database systems; we use Raiser's Edge
- A Bachelor's degree, 5+ years of experience and, ideally, CFRE certification



COMPENSATION

The position starts at an annual salary of \$90,000 to \$105,000 and offers excellent benefits including 5 weeks of vacation, professional development funds, generous medical, dental, vision, life and disability insurance, bereavement leave, paid parental leave, and retirement benefits.

TO APPLY

Submit a resume and cover letter to search@emdconsulting.com
Candidates will be considered on a rolling basis.

At New City School, we recognize a diverse faculty and staff is a strength that impacts and enhances all aspects of our school. We celebrate our inclusive school environment and are eager to accept applications from candidates of all backgrounds and perspectives. New City School does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities, hiring practices or operations.

